



CONCEPT PLAN APPLICATION & CHECKLIST

This application and checklist are provided as a service of the City of Aurora. Its purpose is to assist the applicant in preparing a proposal that meets City standards so it can be expedited through the review process.

AN APPOINTMENT IS REQUIRED TO SUBMIT A CONCEPT PLAN APPLICATION.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Please contact the Planning Department at 817.636.2873 to schedule an appointment. All fees are required to be verified prior to scheduling the submittal meeting. The application will not be accepted if the fees are incorrect.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE

Submit the following items to the Planning Department or include on the Concept Plan:

- ☐ 1. Completed and signed application/checklist.
- ☐ 2. Fourteen (14) sets of prints of the concept plan – 24" X 36". Collated and folded into fourths (9" x 12") with the name of the subdivision showing. (Original is not submitted.)
- ☐ 3. One (1) 11" x 17" set of prints of the concept plan.
- ☐ 4. Tax Information Forms, including:
 - a. A tax map or maps highlighting the subject property and showing the line extending 200 feet from the perimeter of the subject property.
 - b. A computer printout from the appraisal district listing property owners within 200 feet of the property.
 - c. One set of mailing labels to notify owners of property (as determined by the most recent tax rolls from the County Appraisal District) with any part located within 200 feet of the subject property.
 - d. County short ID # of subject property _____.
- ☐ 5. Copy of deed showing current ownership.
- ☐ 6. A letter identifying proposed source of water/wastewater utilities and if annexation is proposed.
- ☐ 7. Is applicant proposing a development agreement? (Y / N)
If yes, provide a letter explaining proposal.
- ☐ 8. Is this plan subject to an approved PUD, or development agreement? (Y / N)
Name: _____
- ☐ 9. If the plan triggers a TIA, provide a copy of the TIA (see criteria below – Item #2 on page 3 under General Information), or a request to pay a fee in lieu.
- ☐ 10. Copy of park proposal (if residential development is proposed).
- ☐ 11. Copy of certified tax certificate.
- ☐ 12. Submit a recent Title Commitment (within one year).
- ☐ 13. Filing Fee (Refer to currently adopted Aurora Fee Ordinance).

APPLICANT INFORMATION

**Please Note* The signature of owner authorizes City of Aurora staff/agents to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. If there are multiple property owners, please submit multiple copies of this sheet.*

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

_____ I, the owner, will represent this application with the City of Aurora.

_____ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Aurora.

(Check One):

_____ I, the owner, hereby request that this application be placed on the agenda for final action at the first available Planning & Zoning Commission Meeting even if I have not addressed all staff comments. I realize this could result in a disapproval of my application.

_____ I, the owner, hereby request that this application not be placed on a Planning and Zoning Commission agenda for final action until I have addressed all staff comments.

OWNERSHIP INFORMATION

Property Owner: _____ **Company:** _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Address			
Email		Phone	

By signing this form, the owner of the property authorizes the City of Aurora to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form, the owner of the property authorizes the City of Aurora to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Aurora standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Aurora and the agent.

Owner's Signature

Date

THE STATE OF _____

§

§

KNOW ALL MEN BY THESE PRESENT

COUNTY OF _____

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Before me, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

(Seal)

Notary Public's Signature

AGENT INFORMATION**Agent Name:** _____ **Company:** _____*If an agent is representing the owner of the property, please complete the following information:*

Address			
Email		Phone	

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge.

*Owner's Signature*_____
*Date*_____
*Printed Name of Signee***THE FOLLOWING INFORMATION IS REQUIRED TO BE SHOWN ON THE CONCEPT PLAN AND/OR SUBMITTED WITH THE CONCEPT PLAN:****GENERAL INFORMATION**

- ___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:
- ☐ Cover Sheet
 - ☐ Concept Plan
 - ☐ Parks Plan
- ___ 2. Provide an estimate of average daily trips to be generated by this development and include land use assumptions. Utilize assumptions that reflect land uses with the higher trip generation rates. Based on the ITE Trip Generation Manual, estimate the traffic volume per day. Applicant shall provide one of the following:
- a. Provide the following note for single family or two-family development: At the time of final plat, the applicant will provide a payment to the City in lieu of a TIA per residential unit.
 - b. Provide the following note for other than single family or two-family development: At the time of site development permit, the applicant will provide a payment to the City in lieu of a traffic impact analysis (TIA)
 - c. A registered professional engineer is required to prepare a TIA after meeting with City staff to determine the geographic area to be included. The TIA is prepared to meet the criteria of the Transportation Criteria Manual, City Ordinances and includes the following:
 - ☐ Trips to be generated by the proposed development
 - ☐ Assignment of such trips to the road network analyzed

- ☐ The capacity of affected thoroughfares before and after the proposed development
- ☐ Specific recommendations for thoroughfare improvements and traffic control modifications needed to mitigate the traffic from the proposed development
- ☐ The development project's proportionate share of the costs of such improvements and modifications

** In the event a TIA is required, the following review fees apply: - \$800.00 review fee plus \$100.00 per page or portion thereof (8.5"x11" pages, 12 pt font) - Please note, only half of this fee is charged if the application is reviewed by an outside consultant for the City and such fee is recovered with professional recovery fee.*

COVER SHEET

___ 1. Title block including the following in the top center of the page:

- ☐ Subdivision Name
- ☐ Concept Plan
- ☐ Project Number (This number will be assigned during the first review of the plan set)

___ 2. Location sketch below the title block. This sketch shall include major roadways and identify the property location.

___ 3. Project information in the upper left corner including the following:

- ☐ Property owner name, address, and phone number
- ☐ Engineer name, address, and phone number
- ☐ Surveyor name, address, and phone number
- ☐ Project agent, address, and phone number
- ☐ Submittal date
- ☐ Property Zoning
- ☐ Future Land Use Category as identified on the Future Land Use Map

___ 4. Index in the upper right corner including the sheet name and number.

EXAMPLE COVER SHEET

<i>Subdivision Name</i>		
Project Information	Concept Plan Project Number	Index
<div style="border: 1px solid black; width: 200px; height: 80px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> LOCATION SKETCH </div>		

CONCEPT PLAN

- ___ 1. Scale 1" = some number of feet divisible by 10 (1" = 100, or if the plan is too large for a 24" X 36" sheet, 1" = 200')
- ___ 2. A layout of the entire tract and its relationship to adjacent property, existing development and recorded plats.
- ___ 3. All owner's names, deed or plat references and property lines of property within two hundred (200) feet of the development boundaries, as determined by current tax rolls.
- ___ 4. Topographic contours at ten (10) foot intervals or less.
- ___ 5. Proposed major categories of land use by acreage showing compatibility of land use with the Master Plan.
- ___ 6. Identify the zoning of the property. Demonstrate compliance with the residential lot mix requirements listed below. These lot mix requirements shall apply to all new residential subdivisions except those served by onsite sewage treatment systems. For the purposes of this requirement, net acres shall mean the total acres of the subdivision minus the required parkland.
 - ☐ Subdivisions between zero (0) and thirty (30) net acres shall not have a specific residential lot mix requirement.
 - ☐ Subdivisions greater than thirty (30) and less than ninety (90) net acres shall include at least two (2) different residential use components.
 - ☐ Subdivisions greater than ninety (90) net acres shall include at least three (3) different residential use components.
- ___ 7. Proposed number and size of residential and non-residential lots, tracts or parcels together with the estimated:
 - ☐ number of LUE's required for each category of lots; and
 - ☐ the traffic volume to be generated by all proposed development other than single-family.
- ___ 8. Proposed and existing arterial and collector streets to serve the general area with ROW widths labeled. Does subdivision comply with the City of Aurora Comprehensive Plan?
(Y / N)

If no, provide a letter of explanation. Adjacent boundary streets have adequate ROW.
- ___ 9. Identify Type A, B, and C Streets that are located within Employment Mixed Use, Neighborhood Center, Community Center, or Activity Center designations as identified by the Comprehensive Plan. One Type A street is required per quadrant.
- ___ 10. Arrows demonstrating access to adjacent properties.
- ___ 11. Location of sites for parks, schools and other public uses, and all areas of common ownership.

- ___ 12. Trails as required by the Transportation Plan.
- ___ 13. A proposed phasing plan for the development of future sections.
- ___ 14. Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including intersection sight distance, minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, etc.
- ___ 15. Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plan.
- ___ 16. Significant drainage features and structures including any regulatory one hundred (100) year flood plains. If there is no one hundred (100) year flood plain on the property, a note on the plan indicating that there are no identified flood hazard areas in the planned area and cite the appropriate FEMA map as the reference.
- ___ 17. Significant features on or within 200 feet of the property such as railroads, roads, buildings, utilities and drainage structures.
- ___ 18. Approximate boundaries, development density and anticipated timing of proposed phases of development.
- ___ 19. Identification of known exceptional topographical, cultural, historical, archaeological, hydrological and other physical conditions of the property to be developed, or existing within two hundred (200) feet of the property, which will require the establishment of reasonable design standards in excess of the established minimum standards or require a variance from those established minimum standards.
- ___ 20. Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses or is contiguous to the development's boundary.